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Arrangements for the High-level Meetings and the general debate of the sixty-fifth session of the General Assembly

United Nations Headquarters, 20-30 September 2010

Information note for delegations

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Introduction

1. By its decision 64/555 of 15 April 2010, the General Assembly decided that the general debate of the sixty-fifth session of the Assembly will be held from Thursday, 23 September, to Saturday, 25 September, and from Monday, 27 September, to Thursday, 30 September 2010, and that the meetings for the general debate on Friday, 24 September, will be held from 11.30 a.m. to 2 p.m. and from 3 p.m. to 6 p.m.

2. The General Assembly, by its resolution 63/302 of 9 July 2009, decided to convene, at the commencement of the sixty-fifth session of the General Assembly, a High-level Plenary Meeting of the Assembly with the participation of Heads of State and Government.

3. By its resolution 64/184 of 21 December 2009, the General Assembly further decided that the High-level Plenary Meeting would be held from 20 to 22 September 2010 in New York. The Assembly also decided to hold the general debate from Thursday, 23 September 2010.

4. By its decision 64/555, the General Assembly also decided that on Wednesday, 22 September, the High-level Plenary Meeting will be held from 10 a.m. to 2 p.m. and from 3 p.m. to 6 p.m. instead of the times indicated in annex I to resolution 64/184.

5. By its resolution 64/199 of 21 December 2009 and decision 64/555, the General Assembly decided to hold the two-day high-level review to assess progress made in addressing the vulnerabilities of small island developing States through the implementation of the Mauritius Strategy for the Further Implementation of the Programme of Action for the Sustainable Development of Small Island Developing States from Friday, 24 September, to Saturday, 25 September 2010, beginning with an opening plenary meeting on 24 September from 9 a.m. to 11.30 a.m. and ending with a closing plenary meeting on 25 September from 6 p.m. to 7 p.m.

6. By its resolution 64/203 of 21 December 2009 and decision 64/555, the General Assembly decided to hold the high-level meeting on biodiversity as a contribution to the International Year of Biodiversity on Wednesday, 22 September 2010, consisting of an opening plenary meeting from 9 a.m. to 10 a.m., consecutive thematic panels from 10 a.m. to 1 p.m. and from 3 p.m. to 5 p.m., and a closing plenary meeting from 6 p.m. to 7 p.m.

7. The six plenary meetings of the High-level Plenary Meeting of the General Assembly, the meetings of the general debate and the opening and closing plenary meetings of both the high-level review to assess progress made in addressing the vulnerabilities of small island developing States and the high-level meeting as a contribution to the International Year of Biodiversity will be held in the General Assembly Hall.

A. Arrivals

8. Strict adherence to the following requirements will ensure the timely and secure arrival of all parties:

(a) All persons in motorcades must have valid United Nations photo identification in order to be permitted to pass through various security checks and enter the Headquarters Building;

(b) Heads of State or Government, members of their parties and other delegations or observers or individual members of such delegations wishing to come to the United Nations on foot from nearby locations are encouraged to do so. Time will be saved and possible delays avoided;

(c) With the exception of motorcades accompanied by police and/or secret service, any delegation arriving at the United Nations by car will need a special vehicle permit. These permits will be available through the Garage Administration, room U-210 (telephone 212 963 6212).

B. Schedules, list of speakers, statements, documentation and interpretation

High-level Plenary Meeting

Plenary meetings

9. The meetings of the High-level Plenary Meeting will be held according to the following schedule:

Monday, 20 September 2010, from 9 a.m. to 1 p.m. and from 3 p.m. to 9 p.m.

Tuesday, 21 September 2010, from 9 a.m. to 1 p.m. and from 3 p.m. to 9 p.m.

Wednesday, 22 September 2010, from 10 a.m. to 2 p.m. and from 3 p.m. to 6 p.m.

10. The Assembly invited the President of the General Assembly at its sixty-fourth session and the President of the Assembly at its sixty-fifth session to preside jointly over the High-level Plenary Meeting.

11. Participants at the High-level Plenary Meeting will include Member States, the Holy See, in its capacity as observer State, and Palestine, in its capacity as observer.

12. At the opening plenary meeting, on Monday morning, 20 September 2010, the initial speakers will be the two Co-Chairs, the Secretary-General, the head of the delegation of the host country of the Organization, the President of the Economic and Social Council, the President of the World Bank, the Managing Director of the International Monetary Fund, the Director-General of the World Trade Organization, the Secretary-General of the United Nations Conference on Trade and Development and the Administrator of the United Nations Development Programme, as the Chair of the United Nations Development Group.

13. The list of speakers for the six plenary meetings of the High-level Plenary Meeting was established by a drawing of lots. The current list of speakers for the meetings of the High-level Plenary Meeting is available in room NL-1033. Any change or addition to the list of speakers should be communicated in writing to the General Assembly and Economic and Social Council Affairs Division (room NL-1033, telephone 212 963 5063; fax 212 963 3783).

14. Without prejudice to other organizations which have observer status in the General Assembly, a representative of each of the following may also be included in the list of speakers for the plenary meetings of the High-level Plenary Meeting:

League of Arab States

African Union

European Union

Organization of the Islamic Conference

World Conference of Speakers of Parliament of the Inter-Parliamentary Union.

15. Representatives of non-governmental organizations in consultative status with the Economic and Social Council, civil society organizations and the private sector may also participate in the plenary meetings and round tables of the High-level Plenary Meeting after consultations with the President of the General Assembly in accordance with resolution 64/184.

16. In order to accommodate all speakers at the High-level Plenary Meeting, statements should not exceed five minutes, on the understanding that that will not preclude the distribution of more extensive texts. To facilitate the observance of the time limit, a light system installed on the lectern will signal the approach of the five-minute limit.

17. A minimum of 30 copies of the text of statements to be delivered at the High-level Plenary Meeting should be submitted in advance to the Secretariat; failing this, delegations are urged to provide interpreters with five copies (for interpretation into the five other official languages) before the speaker takes the floor. If delegations wish to have the text of statements distributed to all delegations, observers, specialized agencies, interpreters, record-writers and press officers, 350 copies are required. For distribution of the texts of statements to the press, see the information set out below.

18. Given the security arrangements in place for the High-level Plenary Meeting, texts of statements should be delivered to the receiving area located at the rear of the General Assembly Hall between the hours of 8 a.m. and 9 a.m. by a delegation representative in possession of a valid United Nations building pass. Access will be through the 46th Street gate to the Visitors Entrance, through the electronic screening area to the elevators on the west side of the Lobby to the receiving area, where a representative of the Secretariat will accept the texts at a special counter. Texts of speeches will be accepted only on the day they are to be given.

19. Only official documents of the High-level Plenary Meeting bearing the General Assembly document symbol and texts of statements to be delivered at plenary meetings will be distributed in the General Assembly Hall.

20. Statements made in any of the six official languages of the General Assembly are interpreted into the other official languages. Any speaker may also make a statement in a language other than the official languages. In such cases, in accordance with rule 53 of the rules of procedure of the Assembly, the delegation in question must provide either an interpreter from the non-official into an official language or a written text of the statement in one of the official languages to be read out by a United Nations interpreter. On the basis of this interpretation or the written text which is accepted by the Secretariat as representing the official text of the

statement, it will be interpreted into the other official languages by United Nations interpreters. When a written text is provided, the delegation concerned should make available to the interpreter someone who knows the language in which the statement is to be delivered and the official language into which it has been translated, to guide the interpreter through the translated text and to ensure synchronization between the speaker and the interpreter. Detailed arrangements for interpretation from non-official languages, including access by non-United Nations interpreters to the interpreter booths in the General Assembly Hall, must be made in advance through the Meetings Management Section (telephone 212 963 8114; fax 212 963 7405; e-mail: emeetsm@un.org).

Interactive round-table sessions

21. In accordance with resolution 64/184, the High-level Plenary Meeting will hold six interactive round-table sessions as follows:

Monday, 20 September 2010, from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m.

Tuesday, 21 September 2010, from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m.

Wednesday, 22 September 2010, from 10 a.m. to 1 p.m. and from 2 p.m. to 5 p.m.

The Chairs of the four round-table sessions will be from the African States, the Asian States, the Eastern European States, the Latin American and Caribbean States, and the Western European and other States. The 12 Chairs will be selected by their respective regional groups in consultation with the President of the General Assembly.

22. The six round-table sessions will have the overarching objective of "Making it happen by 2015", and each one will focus on one theme, as follows:

Round table 1. Addressing the challenge of poverty, hunger and gender equality

Round table 2. Meeting the goals of health and education

Round table 3. Promoting sustainable development

Round table 4. Addressing emerging issues and evolving approaches

Round table 5. Addressing the special needs of the most vulnerable

Round table 6. Widening and strengthening partnerships

23. The six round tables will be held in Conference Room 4 (North Lawn Building). Member States are encouraged to be represented at the round tables at the level of Head of State or Government. Each Head of State or Government or head of delegation attending the round-table sessions may be accompanied by one adviser.

24. The composition of the six round-table sessions will be subject to the principle of equitable geographical distribution. Thus, for each regional group, the distribution of its members for participation in each round-table session will be as follows:

(a) African States: 10 Member States;

(b) Asian States: 10 Member States;

(c) Eastern European States: 5 Member States;

(d) Latin American and Caribbean States: 7 Member States;

(e) Western European and other States: 6 Member States;

(f) Other organizations with observer status in the General Assembly, in addition to those mentioned in paragraph 9 of annex I to resolution 64/184: 2 representatives;

(g) Entities of the United Nations system: 4 representatives;

(h) Civil society and non-governmental organizations: 4 representatives;

(i) Private sector: 4 representatives.

25. A Member State that is not a member of any of the regional groups may participate in a round-table session to be determined in consultation with the President of the General Assembly. The Holy See, in its capacity as observer State, and Palestine, in its capacity as observer, as well as organizations with observer status in the General Assembly, may also participate in different round-table sessions to be determined also in consultation with the President of the Assembly.

26. The round-table sessions will be closed to media and the general public. Accredited delegates and observers will be able to follow the proceedings of the round-table sessions via a closed-circuit television in Conference Room 3 in the North Lawn Building (the overflow room), by presenting their primary United Nations grounds passes.

High-level meeting as a contribution to the International Year of Biodiversity

27. Beyond what is described in the introduction above, further details have yet to be decided, including through the background paper to be prepared by the Secretary-General pursuant to resolution 64/203, and will be included in an addendum to the present note when finalized.

General debate

28. As indicated in the introduction above, the general debate of the sixty-fifth session of the Assembly will be held from Thursday, 23 September, to Saturday, 25 September, and from Monday, 27 September, to Thursday, 30 September 2010. The meetings for the general debate on Friday, 24 September, will be held from 11.30 a.m. to 2 p.m. and from 3 p.m. to 6 p.m.

29. The current list of speakers is available in room NL-1033. Any change or exchange of speaking slots among Member States should be communicated in writing to the General Assembly Affairs Branch (room NL-1033, telephone 212 963 5063; fax 212 963 3783).

30. In keeping with previous practice, a voluntary 15-minute time limit for statements is to be observed in the general debate of the sixty-fifth session.

Statements, documentation and interpretation

31. A minimum of 30 copies of the text of statements to be delivered at the general debate should be submitted in advance to the Secretariat; failing this, delegations are urged to provide six copies for the interpreters before the speaker takes the floor. If delegations wish to have the text of statements distributed to all delegations, observers, specialized agencies, interpreters, record-writers and press officers, 350 copies are required. For distribution of the texts of statements to the press, see section K below.

32. Given the security arrangements in place for the general debate, texts of statements should be delivered to the receiving area located at the rear of the General Assembly Hall between the hours of 8 a.m. and 9 a.m. by a delegation representative in possession of a valid United Nations grounds pass. Access will be through the 46th Street gate to the Visitors Entrance, through the electronic screening area to the elevators on the west side of the Lobby to the receiving area, where a representative of the Secretariat will accept the texts at a special counter. Texts of speeches will be accepted only on the day they are to be given.

33. Only texts of statements to be delivered in the general debate will be distributed in the General Assembly Hall.

34. Statements made in any of the six official languages of the General Assembly are interpreted into the other official languages. Any speaker may also make a statement in a language other than the official languages. In such cases, in accordance with rule 53 of the rules of procedure of the Assembly, the delegation in question must provide either an interpreter from the non-official into an official language or a written text of the statement in one of the official languages to be read out by a United Nations interpreter. On the basis of this interpretation or the written text which is accepted by the Secretariat as representing the official text of the statement, it will be interpreted into the other official languages by United Nations interpreters. When a written text is provided, the delegation concerned should make available to the interpreter someone who knows the language in which the statement is to be delivered and the official language into which it has been translated, to guide the interpreter through the translated text and to ensure synchronization between the speaker and the interpreter. Detailed arrangements for interpretation from non-official languages, including access by non-United Nations interpreters to the interpreter booths in the General Assembly Hall, must be made in advance through the Meetings Management Section (telephone 212 963 8114; fax 212 963 7405; e-mail: emeetsm@un.org).

High-level review to assess progress made in addressing the vulnerabilities of small island developing States through the implementation of the Mauritius Strategy for the Further Implementation of the Programme of Action for the Sustainable Development of Small Island Developing States

35. In its decision 64/561 of 9 July 2010, the General Assembly requested the President of the General Assembly to conduct further consultations with Member States with a view to resolving the pending procedural aspects of the high-level review. Beyond what is described in the introduction above, therefore, further

details have yet to be decided by the General Assembly, and will be included in an addendum to the present note when finalized.

C. List of delegations

36. A provisional list of delegations to the sixty-fifth session of the General Assembly will be available on the Protocol and Liaison Service website (www.un.int/protocol) at the beginning of the general debate. Missions are requested kindly to submit a comprehensive official list of delegation, including functional titles and affiliations of each member, to the Chief of Protocol, room NL-2058 (fax 212 963 1921) as soon as possible. In order to avoid confusion, any changes to the original list should be sent separately, bearing in mind that such changes should not be incorporated into the list previously submitted to the Protocol and Liaison Service. Missions are encouraged to transmit, in MS Word, their comprehensive lists of delegations first electronically to sutliff@un.org, followed by a signed copy to be delivered to the Protocol and Liaison Service. A final comprehensive list of delegations to the sixty-fifth session of the General Assembly will be issued towards the end of December 2010.

37. Each delegation shall consist of not more than five representatives, and five alternate representatives, and as many advisers and experts as may be required (rule 25 of the rules of procedure of the General Assembly). With the exception of Head of State or Government and Vice-President, Crown Prince or Princess and Minister for Foreign Affairs who would be listed as head of delegation during his/her presence at the session, all other heads of delegation shall be counted as one of the five representatives. If the five representatives and five alternate representatives are not specified, as required by the rules of procedure of the General Assembly, the first 10 members of the delegation in the order of their listing will then be considered as representatives and alternate representatives, for the purpose of issuing the lists of delegations. The names of aides de camp, interpreters, physicians, media and security personnel accompanying a Head of State or Government should not be included in the official list of delegation.

D. Protocol accreditation and access arrangements for Member States, Observers, intergovernmental organizations and specialized agencies

Accreditation

38. Accreditation of official delegations and members of the parties of Heads of State or Government, Vice-Presidents and Crown Princes or Princesses will be carried out by the Protocol and Liaison Service. Missions are requested kindly to communicate the names, functional titles and affiliations of all the members of the respective delegations who require passes, together with the SG.6[1] form "Registration of members of delegations to temporary meetings", duly filled out, to the Chief of Protocol, room NL-2058 (fax 212 963 1921). Accreditation of official delegations of observer missions, intergovernmental organizations and specialized

[1] SG.6 forms may be downloaded from the following website: http://missions.un.int/protocol.

agencies will similarly be carried out by the Protocol and Liaison Service, following the same procedure.

39. Once the delegation lists together with the SG.6 forms are received at the Protocol and Liaison Service, they will be reviewed and authorized. To ensure the issuance of United Nations grounds passes in a timely manner, the following measures will be applied:

(a) Applications received in the office of the Protocol and Liaison Service **before the close of business on Friday, 3 September 2010**, will be available for collection starting on Tuesday, 7 September 2010;

(b) Applications received in the office of the Protocol and Liaison Service **after the close of business on Friday, 3 September 2010**, will be available for collection at least 48 hours (two working days) after submission.

Representatives of permanent or observer missions, intergovernmental organizations and specialized agencies are requested to collect and deliver the authorized applications to the delegates who will proceed to the Pass and Identification Unit for processing. If the name and the photograph of a delegate are already in the computer system of the Pass and Identification Unit, his/her pass may be collected by a representative of the permanent or observer mission in the absence of the delegate, upon presentation of the authorized SG.6 form and a valid United Nations grounds pass. Otherwise, delegates who are in need of a photo identification are required to come with their SG.6 forms to the Pass and Identification Unit located on 1st Avenue at 45th Street.

40. Heads of State or Government, Vice-Presidents, Crown Princes or Princesses, and their spouses will be offered VIP passes without photographs. Deputy Prime Ministers, Cabinet Ministers and their spouses will be provided with VIP passes with photographs. In order for a VIP pass to be issued, a written request and two colour passport-size photographs should be submitted in advance to the Protocol and Liaison Service.

41. Delegations may e-mail digital photographs for VIP passes to chuaw@un.org, following submission of formal requests to the office of the Protocol and Liaison Service, room NL-2058 (fax 212 963 1921). Colour photographs must be in jpg format. **All e-mail requests must contain in the subject line only the name of Member States or Observers and no other information.** Only the names of the VIPs and their photographs should be attached. Requests other than VIP passes will not be entertained via e-mail.

42. A separate list specifying the names and functional titles of the members of the party of the Head of State or Government (aides de camp, interpreters, physicians, etc.), who require access to the United Nations must be submitted together with the SG.6 forms to the Protocol and Liaison Service. Passes for members of security details accompanying VIPs will be issued by the Headquarters Security and Safety Service (telephone 212 963 7531/2). Passes for media personnel will be handled by the Media Accreditation and Liaison Unit (telephone 212 963 6934).

43. Working hours of the accreditation unit (telephone 212 963 7181) in the Protocol and Liaison Service in the days prior to and during the high-level meetings and general debate will be posted at the Protocol and Liaison Service website

(www.un.int/protocol) and at the entry of the Protocol office starting on Tuesday, 7 September 2010.

Access to meeting rooms and restricted areas

44. During the high-level meetings and the general debate of the sixty-fifth session of the General Assembly from 20 to 30 September 2010, access to the General Assembly Hall and restricted areas will be based on a regular delegate's pass plus a secondary colour-coded access card. These access cards are transferable strictly among members of a delegation. For that purpose, the Protocol and Liaison Service will proceed as follows:

(a) Every Permanent Mission will be issued six cards of one colour for access to the General Assembly Hall and four cards of a different colour for access to the 2nd floor of the General Assembly Building. These cards will be valid for the entire period of the high-level meetings and the general debate of the sixty-fifth session of the General Assembly from 20 to 30 September 2010;

(b) Each intergovernmental organization will be issued two colour-coded access cards and each specialized agency will be issued one colour-coded access card for access to the General Assembly Hall; in addition, each intergovernmental organization and specialized agency will receive two cards of a different colour for access to the 2nd floor of the General Assembly Building;

(c) Access cards will be issued to representatives of Member States, Observers, intergovernmental organizations and specialized agencies participating in the round tables of the High-level Plenary Meeting for access to conference rooms in the North Lawn Building.

45. Colour-coded access cards for the high-level meetings and the general debate will be ready for collection at the Protocol and Liaison Service (room NL-2063) starting on Thursday, 16 September 2010, after 10 a.m.

46. Seats will be reserved in a VIP area for spouses of the Heads of State or Government, Vice-Presidents, Crown Princes or Princesses and Cabinet Ministers participating in the general debate, provided that the Chief of Protocol is notified in advance of their attendance at the session. In addition, depending on availability, a limited number of seats will be reserved for guests of delegations in VIP section A (up to 15 seats), the 3rd floor gallery and the 4th floor balcony of the General Assembly Hall. The seats in VIP section A will be allocated only for the duration of the address of the head of delegation at the plenary meeting. Access to these areas at the General Assembly Hall will require a special courtesy ticket distributed by the Protocol and Liaison Service. To reserve seats in the VIP area and tickets for the gallery and balcony in the General Assembly Hall, a written request specifying the names and titles of all attendees (including the spouse of the dignitary speaking), must be delivered to the Chief of Protocol in room NL-2058 or faxed to 212 963 1921 at least one week in advance of the address. The special courtesy tickets will be available for collection one day prior to the address of the head of delegation. Ticket holders to these areas who are not in possession of a United Nations grounds pass must be escorted by a representative of the mission bearing a valid United Nations grounds pass and enter the United Nations via the Visitors Entrance.

47. All documents, forms and information material on the sixty-fifth session of the General Assembly issued by the Protocol and Liaison Service may be accessed at the Protocol and Liaison Service website at www.un.int/protocol.

E. State luncheon

48. On Thursday, 23 September 2010, the day of the opening of the general debate, the Secretary-General will host a luncheon (without spouses) in honour of Heads of State and Government, Vice-Presidents and Crown Princes or Princesses participating in the sixty-fifth session of the General Assembly. Heads of delegations at a level other than Head of State or Government will also be invited. The luncheon will be held at 1.15 p.m. in the Visitors Lobby of the General Assembly Building.

F. Programme for spouses

49. On Thursday, 23 September 2010, at 4 p.m., Mrs. Ban will host, at the residence of the Secretary-General, a tea reception in honour of the spouses of Heads of State and Government, Vice-Presidents and Crown Princes or Princesses participating in the sixty-fifth session of the General Assembly. Spouses of Cabinet Ministers are also invited to attend this event. Spouses may be accompanied by a guest of their choice.

50. It is essential for the Chief of Protocol to be notified, at the earliest convenience of the Permanent Representatives and Observers, of the presence of spouses of Heads of State or Government in New York in order to expedite all the necessary arrangements.

G. Security arrangements

General considerations

51. The Headquarters complex will be closed to the public from 4 p.m. on Sunday, 19 September 2010, until the close of business on Thursday, 30 September 2010. Access to the United Nations complex during the high-level meetings will be restricted to delegates and their staff; staff members of the United Nations Secretariat, funds and programmes and agencies; accredited media; and affiliates who are wearing a United Nations grounds pass.

52. For all government delegations (Member States or Observers), grounds passes will be issued at the Pass and Identification Unit (1st Avenue at 45th Street). For grounds passes regarding national security officers accompanying the Head of State or Government, contact Captain William Ball, Security and Safety Service (telephone 212 963 7531). See annex II for a sample of request for a grounds pass for security staff.

53. Any questions should be directed to the Chief of the Headquarters Security and Safety Service, Mr. David J. Bongi, by contacting the Security Event Planning Unit, Captain Mark Hoffman (telephone 212 963 7028), or to the Inspector in charge of Operations, Mr. Donald Calderone (telephone 212 963 4013).

54. It must be emphasized that access to the United Nations will be denied to anyone who is not in the above-listed categories and who is not wearing a valid grounds pass. To avoid last-minute difficulties, all Governments are requested to ensure the proper accreditation of their delegations.

Access to the United Nations Headquarters complex

55. The opening times of the pedestrian entrances are as follows:

42nd Street and 1st Avenue: 7 a.m.

46th Street and 1st Avenue: 6 a.m.

47th Street and 1st Avenue: 7 a.m.

56. All packages brought into the premises by all categories of persons, including delegates and staff, will be subject to security inspection.

57. Prior arrangements are required for press and affiliates during after hours access to the premises through notification to the Security Control Centre at extension 3-6666.

58. Owing to the fact that the 42nd Street and 1st Avenue entrance will not be open until 7 a.m., access to the South Annex and the Library Building prior to 7 a.m. will be gained by using the 46th Street Visitors Entrance then proceeding to the screening tent. Following the screening process, pedestrians will continue to the north garden promenade and proceed to the South Annex by the way of the East River walkway.

Access through the Delegates Entrance

59. During the sixty-fifth session, the pedestrian gate at 45th Street and 1st Avenue will be closed to pedestrians. Therefore, the entrance at the south side of 46th Street and 1st Avenue will be reserved for the use of high-level VIPs, delegations bearing Protocol access cards and senior United Nations staff bearing gold-coloured building passes to access the Delegates Entrance.

Access through the 47th Street and 1st Avenue entrance, North Lawn Building

60. During the sixty-fifth session, the pedestrian gate at 47th Street and 1st Avenue will be used by Permanent Representatives to the United Nations and senior United Nations staff bearing gold-coloured building passes.

61. All delegates, staff, affiliates and representatives of non-governmental organizations who wish to enter the North Lawn Building are required to use the 46th Street Visitors Entrance, which will open at 6 a.m.

Security and Safety Service, pass and identification offices — UNITAR Building and public plaza

62. In preparation for the sixty-fifth session of the General Assembly, the Pass and Identification Unit, located in room U-100, UNITAR Building, on 1st Avenue at 45th Street, will be open to staff members and members of delegations. Representatives of non-governmental organizations and members of the media will be assisted with accreditation at the screening and accreditation centre in a tent

located on the public plaza. The days and hours of operation of these two pass and identification facilities will be as follows:

Date	*Hours of operation*
Saturday and Sunday, 11 and 12 September	10 a.m. to 6 p.m.
Monday, 13 September	9 am to 6 p.m.
Tuesday, 14 September	9 a.m. to 6 p.m.
Wednesday, 15 September	9 a.m. to 6 p.m.
Thursday, 16 September	9 a.m. to 6 p.m.
Friday, 17 September	9 a.m. to 6 p.m.
Saturday, 18 September	10 a.m. to 8 p.m.
Sunday, 19 September	12 p.m. to 10 p.m.
Monday, 20 September	6 a.m. to 8 p.m.
Tuesday, 21 September	7 a.m. to 7 p.m.
Wednesday, 22 September	7 a.m. to 8 p.m.
Thursday, 23 September	6 a.m. to 7 p.m.
Friday, 24 September	7 a.m. to 7 p.m.
Saturday, 25 September	9 a.m. to 5 p.m.
Sunday, 26 September	Closed
Monday, 27 September	9 a.m. to 5 p.m.
Tuesday, 28 September	9 a.m. to 5 p.m.
Wednesday, 29 September	9 a.m. to 5 p.m.
Thursday, 30 September	Normal operations at the main office of the Pass and Identification Unit
Friday, 1 October	9 a.m. to 4 p.m.
Saturday, 2 October	Closed
Sunday, 3 October	Closed

As from Thursday, 30 September 2010, all pass and identification operations will return to the Pass and Identification Unit, room U-100, UNITAR Building, on 1st Avenue at 45th Street. The hours of operation will be from 9 a.m. to 4.30 p.m., Monday to Friday, until the last day of the main part of the sixty-fifth session of the General Assembly, when the hours of operation will revert to 9 a.m. to 4 p.m.

Access for members of the information media

63. Members of the media (both resident correspondents with equipment and non-resident correspondents with or without equipment) who wish to enter the General Assembly Building and the North Lawn Building must use the 46th Street media entrance with a grounds pass or proper documentation for accreditation. Access to the media tent will be gained by using the ramp for disabled persons on the left side of the Visitors Entrance. Following the screening process, those personnel who need media accreditation are required to proceed to the media accreditation tent. Those media personnel who wish to proceed to the 3rd floor media liaison desk in the General Assembly Building will be required to use the ramp located on the east side of the General Assembly Building and the staircase within the neck area to the 3rd floor. Those media personnel who wish to proceed to the Media Centre (Conference Room 1, North Lawn Building), following the screening process will proceed from the tent area through the plaza and use the metal staircase down to the ground floor and through the south side doors to the back entrance of Conference Room 1. Video crews accompanying resident and non-resident correspondents, as well as all types of temporary correspondents, will use only the 46th Street entrance, where they and their equipment will be subject to security screening.

64. Members of the media have to be escorted by the Media Accreditation and Liaison Unit at all times in the restricted areas as well as in the North Lawn Building.

Access to restricted areas

65. In accordance with established procedures, the 2nd floor of the General Assembly Building is reserved for members of delegations and staff conducting official business. In all cases, valid United Nations building passes will be required. Members of non-governmental organizations will have no access to the restricted areas, and their access to meetings at Headquarters will be honoured upon verification of valid United Nations building passes and appropriate tickets issued for the day's meetings.

Admission of non-United Nations persons

66. For the period of the general debate and the high-level meetings, the information and reception desk in the General Assembly Building lobby will be relocated to the UNITAR Building, on 1st Avenue at 45th Street, 45th Street entrance. It will be the responsibility of each staff member to meet his or her guests at the information desk and to accompany them at all times. No guests will be permitted to enter restricted areas.

Guided tours

67. Regular guided tours will be suspended from 4 p.m. on Sunday, 19 September, until the close of business on Thursday, 30 September. On Friday, 1 October, at 9 a.m., guided tours will resume and the building will reopen to the public.

Motorcade drop-off

68. Escorted motorcades will be able to enter the United Nations premises at the 43rd Street and 1st Avenue vehicular entrance and drop off their passengers at the Delegates Entrance then exit through the 45th Street and 1st Avenue gate. All escorted motorcades will be coordinated by the host country and the Headquarters Security and Safety Service.

69. Unescorted vehicles will be allowed to drop off passengers at the 46th Street and 1st Avenue checkpoint upon the presentation of a valid grounds pass as well as an authorized United Nations decal.

Parking

70. Vehicles other than those belonging to the heads of delegation of the permanent or observer missions to the United Nations will be required to enter the garage via the 48th Street entrance and leave only through the 42nd Street exit from Monday to Friday. The 48th Street and 42nd Street entrances will be operational 24 hours. Traffic lanes on the service road and roadways in the garage must be kept free of stationary vehicles at all times.

71. All vehicles entering the garage will be subject to search. It is highly recommended to limit the contents inside the vehicles in order to expedite security clearance.

H. Dining room, other catering facilities and commercial operations

72. The hours of normal operation for the Delegates Dining Room are 11.30 a.m. to 2.30 p.m. From Monday, 20 September, until Friday, 1 October 2010, reservations for private dinners or receptions will be accepted only from permanent and observer missions and from United Nations bodies. It should also be noted that during the period from Monday, 20 September, until Friday, 1 October 2010, no guest(s) will be allowed entry to the United Nations premises for any function without proper accreditation. Additionally, owing to the integration of the Delegates Dining Room within the main Cafeteria area (1st floor, South Annex), from 20 September to 1 October 2010 events involving high-level dignitaries may necessitate the implementation of security measures resulting in periodic closures of the Cafeteria and the surrounding areas during the movements of the VIPs.

73. The hours of operation of the various facilities during the sixty-fifth session of the General Assembly will be as follows:

Main Cafeteria (South Annex, 1st floor)

Monday-Friday	7.15 a.m.-8 p.m.

Vendery (General Assembly Building, 3rd floor)

Seven days a week

Delegates Lounge (North Lawn Building, 2nd floor)

Monday-Friday	4 p.m.-8 p.m.
Monday-Friday (bar)	11 a.m.-8 p.m.

Delegates Dining Room (South Annex, 1st floor)

Monday-Friday	11.30 a.m.-2.30 p.m.

Café Austria (North Lawn Building, 2nd floor)

Monday-Friday	8 a.m.-6 p.m.

DC-1 Cafeteria (3rd floor)

Monday-Friday	8 a.m.-6 p.m.

UNICEF Cafeteria (UNICEF House, 1st floor)

Monday-Friday	8 a.m.-4.30 p.m.

Visitors Coffee Shop (General Assembly Building, 1st basement)

Periodical	8.45 a.m.-4.45 p.m.

Gift shop (General Assembly Building, 1st basement)

Seven days a week	9 a.m.-5.30 p.m.

United Nations Postal Administration stamp counter (General Assembly Building, 1st basement)

Seven days a week	9 a.m.-5.30 p.m.

Bookshop (General Assembly Building, 1st basement)

Seven days a week	9 a.m.-5.30 p.m.

I. Arrangements for bilateral meetings

Facilities

74. For bilateral meetings, a limited number of temporary booths, with a maximum capacity of eight participants, will be available in the new North Lawn Building and on the 2nd, 3rd and 4th floor balconies of the General Assembly Building. A communication with specific details will be sent to all permanent and observer missions by 15 August 2010.

Reservation system

75. An electronic reservation system will be instituted through e-Meets (emeets.un.org) by 31 August 2010 in order to provide equitable and efficient use of the facilities. This electronic request should specify the date and time and the name of the other delegation participating in the bilateral meeting.

76. An electronic receipt for each request will be sent after its submission. Information on actual room assignments will be provided one day prior to the meeting. Depending on the programme, every effort will be made to keep a delegation's consecutive appointments in the same room. Late requests will be accepted until 6 p.m. the day prior to the meeting and every effort will be made to assign a booth based on availability of space at that time.

J. 2010 treaty event

77. It is recalled that the Secretary-General, in a letter dated 12 April 2010, invited Heads of State or Government to consider signing and ratifying or acceding to multilateral treaties deposited with him during the High-level Plenary Meeting of the General Assembly. He offered to provide special facilities, including media coverage, for that purpose.

78. The treaty event will be held from 21 to 23 and on 27 and 28 September 2010 in the area near the Delegates Entrance on the ground floor of the General Assembly Building, immediately to the right of the escalators in the main hall (Kuwaiti boat area). Appointments for signature, ratification or accession should be arranged well in advance with the Treaty Section (telephone 212 963 5047). Those countries intending to ratify and/or accede to a convention or treaty must submit copies of their instruments to the Treaty Section for review by 3 September 2010. Those countries intending to sign a convention or treaty must submit copies of their full powers to the Treaty Section for review by 3 September 2010. It is noted that Heads of State or Government and Ministers for Foreign Affairs do not require full powers to sign. Copies of instruments and full powers may be faxed to the Treaty Section at 212 963 3693.

79. Information relating to the treaty event, including the letter of invitation from the Secretary-General, the annual publication on treaties entitled *Towards Universal Participation and Implementation*, a list of all multilateral treaties deposited with the Secretary-General and procedural information can be obtained from the United Nations Treaty Collection website at http://treaties.un.org.

80. In addition to the Head of State or Government or Foreign Minister, two individuals per delegation will be permitted at the event. It is noted that it is the responsibility of the delegation to escort the representative who will be undertaking the relevant treaty action to the venue five minutes prior to the scheduled appointment. A Protocol Officer will greet and escort dignitaries (Head of State or Government/Vice-President/Crown Prince or Princess) from the escalators in the main hall.

81. It is further noted that, in order to have access to the premises during the 2010 treaty event, national media must have previously obtained proper media accreditation from the Media Accreditation and Liaison Unit.

82. Each delegation should designate an individual as a contact person for the purposes of this event.

K. Media arrangements and services

83. Media representatives with a valid United Nations grounds pass will be allowed to cover the High-level Plenary Meeting without additional accreditation. All others who do not have a valid pass must apply for accreditation by Thursday, 9 September 2010, by submitting a signed letter of assignment from the Bureau Chief or Editor-in-Chief addressed to the Media Accreditation and Liaison Unit and faxed to 212 963 4642. They must also fill out an online media registration form, which is available at www.un.org/media/accreditation/form. Two pieces of photo identification (such as passport, driver's licence or state identification) are also required when the press representative picks up his/her pass. Other credentials, such as bylined articles, may be requested. For additional information, see annex I.

84. Criteria for media accreditation, media access to the United Nations, and liaison services for coverage of open and bilateral meetings, press conferences and briefings are available at www.un.org/media/accreditation.

85. All members of the media accompanying Heads of State or Government or heads of delegation must submit a letter of assignment from their Bureau Chief or Editor-in-Chief, attached to an official letter from the permanent mission concerned, listing the names of the media representatives with their functional titles and affiliation, addressed to Isabelle Broyer, Chief, Media Accreditation and Liaison Unit, Department of Public Information, United Nations (fax 212 963 4642).

86. Members of the media accompanying Heads of State or Government or heads of delegation must present themselves to the media accreditation office, where they will have their photographs taken and be issued a United Nations grounds pass upon presentation of national passports and valid photo identification.

Location and work hours of the media accreditation office

87. The media accreditation office is situated in room 100 of the UNITAR Building (1st Avenue at 45th Street).

88. From 11 to 29 September 2010, the media accreditation office will be located in a tent on the public plaza, just outside the Visitors Lobby.

89. The hours for media accreditation will be as follows:

Saturday and Sunday, 11 and 12 September	10 a.m. to 6 p.m.
Monday, 13 September	9 a.m. to 6 p.m.
Tuesday, 14 September	9 a.m. to 6 p.m.
Wednesday, 15 September	9 a.m. to 6 p.m.
Thursday, 16 September	9 a.m. to 6 p.m.
Friday, 17 September	9 a.m. to 6 p.m.
Saturday, 18 September	10 a.m. to 8 p.m.
Sunday, 19 September	12 p.m. to 10 p.m.
Monday, 20 September	6 a.m. to 8 p.m.

Tuesday, 21 September	7 a.m. to 7 p.m.
Wednesday, 22 September	7 a.m. to 8 p.m.
Thursday, 23 September	6 a.m. to 7 p.m.
Friday, 24 September	7 a.m. to 7 p.m.
Saturday, 25 September	9 a.m. to 5 p.m.
Sunday, 26 September	Closed
Monday, 27 September	9 a.m. to 5 p.m.
Tuesday, 28 September	9 a.m. to 5 p.m.
Wednesday, 29 September	9 a.m. to 5 p.m.

90. For security reasons, all media representatives will be required to wear both their United Nations grounds pass and national press identification at all times.

91. As from Thursday, 30 September 2010, all pass and identification operations will resume at the Main Pass and Identification Unit, on 1st Avenue at 45th Street, Monday to Friday, from 9 a.m. to 4 p.m.

Entry and screening procedures

92. All media representatives will be required to present a valid United Nations grounds pass to the United Nations security officers at the gate. The designated press entrance is at 47th Street and 1st Avenue.

93. Media are advised to arrive early to allow sufficient time for screening. Last-minute arrivals will encounter delays and may be further delayed, should 1st Avenue be closed for motorcades.

Media Centre and other facilities

94. The United Nations will establish a Media Centre for local and visiting media in Conference Room 1 in the North Lawn Building, which will provide the following technical services:

- Video projection showing quad split screen of the four United Nations Television programme outputs in the centre of the room.
- Audio distribution of United Nations Television programmes over room sound system for listening.
- Video and audio distribution for external recording.
- Wi-fi Internet service.
- Distribution of documents, statements and press releases.

95. The Ex-Press Bar, on the 3rd floor of the General Assembly Building, will serve as an overflow area for the media, in particular for the official photographers and cameramen waiting to enter the booth, which will be assigned to them on a

rotational basis. These locations will also be equipped with electrical outlets and a television monitor showing the proceedings in the General Assembly Hall.

96. An information desk will be staffed in the Media Centre to assist. For queries, call the Media Centre at 212 963 2156.

United Nations audio-visual materials

97. Photographs in digital format (jpg) will be available for download free of charge on the United Nations photo website (http://www.un.org/av/photo). Photographs of morning statements will be available during the afternoon of the same day, and photographs of the afternoon statements on the morning of the following day. Photo enquiries and requests should be addressed to the United Nations Photo Library, room IN-506A (telephone 212 963 6927, 212 963 0034; fax 212 963 1658, 212 963 3430; e-mail: photolibr@un.org).

98. Delegations may request one NTSC DVD of each statement free of charge. Additional copies, NTSC DVD and NTSC Betacam SP, back orders and other special requests are subject to charge. Advance tape orders will generally be available on the day of the statement. Tapes ordered afterwards will be available as soon as possible, usually within one or two days. To request a videotape of a statement, contact: United Nations Video Library (telephone 212 963 1561, 212 963 0656; fax 212 963 4501; e-mail: gonzalezm@un.org, teza@un.org and fong@un.org). Requests should be directed to all to ensure prompt attention.

99. B-roll video material on Betacam NTSC is available on selected topics, such as historical footage of the first 60 years of the United Nations, the Millennium Development Goals and other themes.

100. Live television feeds will be available through commercial carriers. For information, contact United Nations Television (telephone 212 963 7650; fax 212 963 3860).

101. Only pool television production services will be available from United Nations Television. Broadcasters interested in accessing United Nations Television's live coverage of the High-level Plenary Meeting and the general debate should contact James Ludlam at 212 963 7650. Those wishing to book a television studio should call 212 963 7653 or 212 963 7650. A detailed schedule of live and hand-held camera coverage will be e-mailed to broadcast clients in advance of the High-level Plenary Meeting.

102. Audio files of speeches in digital format (mp3) will be available for download free of charge on the United Nations Audio Library website (http://www.unmultimedia.org/radio/library/). Audio enquiries and requests should be addressed to the United Nations Audio Library (telephone 212 963 9513, 212 963 9272, 212 963 9269).

103. Statements are normally available in the original language in which they were delivered. Special requests for a recording of the interpretation in one of the six official languages should be made in advance and are subject to the limitations of recording facilities.

104. Back orders and other special requests are subject to charge and are handled by the Sound Recording Unit, room GA-13 C (telephone 212 963 7658).

105. Limited radio studio facilities will be provided to delegates and accredited journalists, when available. For radio studio availability, contact United Nations Radio by e-mail (chia-rubin@un.org, martinich@un.org and marchione-novoa@un.org). Requests should be directed to all three to ensure prompt attention.

Internet

106. The United Nations website through a dedicated portal web page (http://www.un.org/ga) will provide coverage of the General Assembly meetings, conferences, press briefings and events in the six official languages, including background information, press releases, news stories, documents, photographs and access to radio programmes, webcast videos and statements. To ensure timely posting of the statements on the United Nations website, the texts should be sent to dpigaweb@un.org. The dedicated website for the High-level Plenary Meeting is www.un.org/en/mdg/summit2010.

107. The United Nations News Centre, at www.un.org/news, will serve as a main portal for United Nations news, and will be continuously updated. It will provide a wide array of links to related source materials, including press releases, selected reports and statements of the Secretary-General and the Co-Chairs of the High-level Plenary Meeting, statements by the President of the General Assembly, and other documents on major issues. On the News Centre, visitors can also subscribe to a free e-mail news alert service that will bring stories on the latest United Nations developments straight to their mailboxes or desktops.

108. The United Nations Webcast service (www.un.org/webcast) will provide daily live and on-demand broadcasting over the Internet of the General Assembly open meetings, press conferences and briefings and events. The meetings will be covered live in English and the original language of the speaker (floor). The archived webcast video will be made available on the Webcast website as well as on the General Assembly Website, together with the text of statements. In order to facilitate timely availability of statements on the website, delegations should send them via e-mail to dpigaweb@un.org. Queries about webcast and on-demand videos should be directed to the United Nations Webcast (telephone 212 963 6733). Queries about the availability of statements on the General Assembly website should be directed to the United Nations Web Services Section (telephone 212 963 5148).

Pool coverage

109. Nearly all visual media coverage will be done by selected media pools because of logistics and space considerations. The pools are reserved exclusively for United Nations Television, United Nations photographers, international wire services and photographic agencies. In the case of print media, the United Nations Correspondents Association will notify the Department of Public Information of its representative.

110. The official representatives of the media accompanying a Head of State or Government or head of delegation, including the official photographer, will not be permitted to participate in these pools. Media representatives accompanying Heads of State or Government will be able to cover the activities of their delegation, if approved by their delegations.

111. Official photographers and television crews will have an opportunity to cover the statement of their Head of State or Government or head of delegation on a rotating basis from the press booths surrounding the General Assembly Hall. Owing to space limitations, they may not remain in the booth to cover other speeches. A limited number of still photographers, escorted by media liaison staff, will also be allowed to take photographs from the bridge at the back of the General Assembly Hall during statements. These operations will be coordinated by the liaison officers accompanying the media.

Tickets to the press gallery in the General Assembly Hall

112. There are a limited number of tickets available for the press gallery of the General Assembly Hall. The media liaison desk on the 3rd floor will distribute tickets on a first-come first-served basis 30 minutes before the meeting.

Copies of statements for the press

113. Delegations wishing to make available the text of the statement of their Head of State or Government or head of delegation are asked to bring 150 copies to the Media Centre in Conference Room 1 (North Lawn Building), and an additional 150 copies to the media documents centre in the 3rd floor press area. No photocopying facilities will be available for this purpose. The texts of statements will be available at http://www.un.org/ga.

United Nations press release coverage

114. The Department of Public Information will provide press release coverage in English and French of open meetings. Press releases may be obtained from the media documents centre in the South Annex (room SA-1B12), and on the Internet at www.un.org/news. Queries should be directed to the Press Service (telephone 212 963 7211 (English) or 212 963 7191 (French)).

Background material and other queries

115. For background and press materials on the High-level Plenary Meeting, see www.un.org/en/mdg/summit2010. The site also provides relevant documents, news and information, the overall programme, and a calendar of partnership events.

116. For additional information and interview requests, contact the Strategic Communications Division, Department of Public Information (telephone 212 963 6870 or 212 963 6816; e-mail: mediainfo@un.org).

Briefings and press conferences

117. Daily briefings for the media will be held at noon, as appropriate, by the Spokesperson for the Secretary-General and the Spokesperson for the Co-Chairs of the High-level Plenary Meeting and the Spokesperson of the sixty-fifth session of the General Assembly in the Dag Hammarskjöld Library Auditorium. Press conferences by senior United Nations officials, delegations and permanent missions will be held in the same room unless otherwise indicated. The list of press conferences will be announced daily by the Office of the Spokesperson of the Secretary-General and will be posted at www.un.org/news/ossg/conf.htm. It will also be available on the website of the Media Accreditation and Liaison Unit at

www.un.org/media/ accreditation. Delegations can book press conferences by calling the Office of the Spokesperson (telephone 212 963 7707, 212 963 7160 or 212 963 7161).

Coverage of bilateral meetings

118. Opportunities for photographs will be available for bilateral meetings that are open for coverage, when designated as such by the press attachés of the respective Member States. Media representatives covering those meetings will be informed of such opportunities by the appropriate mission press attachés. It will be the responsibility of the press attachés to inform the media liaison desk of such opportunities and the media will then be escorted by a liaison officer. The media liaison desk is situated on the 3rd floor behind the General Assembly Hall.

Coverage of treaty signature/ratification events

119. Media representatives will be able to cover the signature and ratification of treaties during the High-level Plenary Meeting from a special platform near the Delegates Entrance (ground level). There will be space for a limited number of photographers. For information, call the Treaty Section (telephone 212 963 5047).

L. Medical services

120. The United Nations Medical Service operates a walk-in clinic from 9 a.m. to 5 p.m. The clinic is located in the Innovation Luggage Building, 300 East 42nd Street, entrance on 2nd Avenue between 41st and 42nd Streets, 7th floor, room IN-703 (telephone 212 963 7090). In addition, a satellite clinic will be open Monday to Friday, 9 a.m. to 11.30 p.m., and Saturday, 11 a.m. to 7 p.m. in the North Lawn Building, room NL-1022. The clinic will be closed on Sunday. During the High-level Plenary Meeting, a first-aid station/satellite of the Service will be set up on the 2nd floor of the General Assembly Building adjacent to the General Assembly Hall.

121. Physicians travelling with Heads of State or Government may contact the Acting Head Nurse if they have special needs or if they need to view the facilities available at the Medical Service.

Acting Head Nurse: Ms. Susane Hufnagel (telephone 212 963 9009)

M. Host country liaison

122. All enquiries concerning host country matters should be directed to Russell F. Graham at the United States Mission to the United Nations during regular business hours (telephone 212 415 4330; after hours 212 415 4444).

N. Additional information and briefing sessions

123. Additional information will be issued as mentioned in paragraphs 27 and 35 above, or if the need arises to update and expand the information contained herein. In addition, question-and-answer sessions for interested delegations may be arranged in the weeks leading up to the High-level Meetings.

124. In the lead-up to the High-level Plenary Meetings, the following documents will be issued:

- Note verbale from Protocol on protocol/accreditation arrangements.
- Note verbale on bilateral meeting arrangements.
- Press kit for the sixty-fifth session of the General Assembly.
- Delegates Handbook.
- Information circular to media.

O. Focal points for arrangements related to the High-level Meetings

General Assembly Affairs	Ion Botnaru Telephone 212 963 0725
	Saijin Zhang Telephone 212 963 2336
Facilities for bilateral meetings	Emma Pioche Telephone 212 963 2952
	Martin Garratt Telephone 212 963 9369 Reservations emeets.un.org E-mail bilats-msu@un.org
Protocol	Desmond Parker Telephone 212 963 7179/7175 Fax 212 963 1921
Delegation accreditation and access	Wai Tak Chua Telephone 212 963 7181 Fax 212 963 1921
Security	Captain Mark Hoffman (Security Event Planning Unit) Telephone 212 963 7028 Fax 917 367 7032 E-mail: hoffmanm@un.org
	Lieutenant Steve Earley (Pass and Identification Unit) Telephone 212 963 7533 E-mail: earley@un.org
	Sergeant Dorothy Jones (Pass and Identification Unit) Telephone 212 963 7533 E-mail jones3@un.org
Media	Isabelle Broyer Telephone 212 963 6934 Fax 212 963 4642

	Pragati Pascale Telephone 212 963 5851 Fax 212 963 9737
Facilities Management Service	Andrew Nye Telephone 212 963 7453
Broadcast and Conference Support Section	Patrick Morrison Telephone 212 963 0407
Capital Master Plan	Peter Smith Telephone 917 367 5853
	Werner Schmidt Telephone 917 367 5420

Annex I

Request for accreditation of media representatives

HIGH-LEVEL MEETINGS AND SIXTY-FIFTH SESSION OF THE GENERAL ASSEMBLY

UNITED NATIONS

New York, September 2010

PROCEDURES TO APPLY FOR MEDIA ACCREDITATION

Bona fide representatives of media — print, photo, radio, television and film — will be accredited for coverage of the High-level Meeting and sixty-fifth session of the General Assembly of the United Nations to be held in New York, September 2010.

Those not in possession of a valid United Nations grounds pass should submit completed application forms, together with a letter of assignment, on official letterhead from the Editor or Bureau Chief, to:

Media Accreditation and Liaison Unit
Department of Public Information
United Nations
Room L-248C
New York, NY 10017, USA
Fax 1 212 963 4642

No acknowledgement will be sent to you. Applicants may call to confirm that their assignment letter and form have been received. Telephone 1 212 963 7164 or 1 212 963 4642.

Please be advised that applicants should bring with them their letter of assignment, together with two forms of photo identification (passport, national press credentials, driver's licence or work identification) when presenting themselves at the Media Accreditation Office on 801 1st Avenue (room U-100), located at the north-west corner of 1st Avenue and 45th Street. From 15 August to 30 September, the Media Accreditation Office will be located in a tent on the North Lawn, near the 48th Street entrance (situated on the south-east corner of 1st Avenue and 48th Street.

PLEASE NOTE: Application forms can be filled in online prior to printing and will be considered only if accompanied by a letter of assignment. Accreditation is free of charge. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

Annex II

UNITED NATIONS NATIONS UNIES

SECURITY AND SAFETY SERVICE

SPECIAL SERVICES UNIT

Request for Grounds Pass — Security Staff

Issuance_____ Renewal_____ Duplicate_____

Name: _____

Country/Agency: _____

Protectee: _____

_____	_____	_____
Official Seal	Date	Authorized Signature

_____

Print Name

(To be completed by the Special Services Unit)

Code / Weapon: UA A _____

(Must obtain prior approval from the Chief of Security and Safety Service)

Expiration Date: _____

Approved by: _____ Date: _____

Proof of Identification (Must be presented at the Pass and Identification Office)_____

_____